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Job Corps Accommodation Support Newsletter

Easter Seals Partnership

Great center partnerships lead to student success stories. Jerry Elliott is one Job Corps student benefitting from the Cincinnati Job Corps Center's partnership with Easter Seals. Easter Seals is an organization that supports training and work opportunities for youth with disabilities and those individuals who encounter road blocks to training and employment. He is currently employed through Easter Seals' YouthBuild program. This program has provided him continuing education and work-based learning related to his construction trade.

For the last 3 years, the management team at the Cincinnati Job Corps Center, through their relationship with Easter Seals, has developed opportunities for a number of students with and without disabilities to further their training and participate in trade-specific learning leading to apprenticeships and employment.

This relationship began with a meeting at the Greater Cincinnati One Stop, known as SuperJobs. SuperJobs assists job seekers in finding the right job through free educational workshops and career and job leads. The center's career training



Cincinnati Job Corps student, Jerry Elliott, working at Easter Seals' YouthBuild Program

manager and work-based learning coordinator met with individuals from the Chamber of Commerce located at the One Stop to discuss potential opportunities for Job Corps students. As a result of this meeting, Job Corps staff were introduced to staff from Easter Seals.

"Job Corps works! Job Corps gave me the experience and opportunity to work in the construction field through carpentry training and the ACT program with Cincinnati State (he majored in Construction Management). I was glad I chose Job Corps and the career path it has helped me on."

Jerry Elliott, Cincinnati Job Corps Student

One of the first opportunities afforded to Job Corps through Easter Seals was for 20 students to be hired as hosts, greeters, and escorts for the International World Choir Competition. Through open communication about job fairs and employment opportunities, both Job Corps and Easter Seals were able to develop a reciprocity agreement that enabled each entity to refer candidates to the other. Students have also been recruited to run Easter Seals' Building Value store, the organization's reusable discount building supplies store. In many cases, Easter Seals provides Job Corps applicants priority access to job postings or hiring calls from local manufacturing and construction companies.

Through the Easter Seals partnership another student who had applied for the Transportation Communication Union's advanced training program and was awaiting confirmation of acceptance, worked for a manufacturing plant packaging medical supplies for companies across the country. This was a 12 week work-based learning opportunity that included manufacturing skills training in the morning and manufacturing floor work in the afternoon. These types of manufacturing skills training and work experiences provide additional opportunities for students, including those with intellectual disabilities, to hone and/or solidify job skills and get experience in a paid work environment. Easter Seals representatives understand the needs of students with disabilities, have the tools and resources to promote employment and develop self-sufficiency skills, and offer a number of continuing development activities to ensure successful transition to the work place -- all of which have assisted Job Corps students during and after Job Corps.

- Information contributed by Noelle Findley, the Career Development Manager, Cincinnati JCC

Reminder: Individuals have until March 31st to sign up for affordable health care at <http://www.healthcare.gov>.

Transition Planning Tips and Resources

PRH Requirement for Career Transition Readiness

During Career Transition Readiness (CTR) **all** students will receive information about workers' rights and responsibilities including reasonable accommodations in the workplace (6.14 R3 c; 3.21 R2 g).

Resources for Educating Students and Staff

CTR staff should use the resources outlined in the *Career Transition Readiness Guide for Providing Disability-Related Information* available on the Job Corps Disability website, Tools For Staff/Transition Counselors Page. Some of these resources are described below.

- ▶ Workers' Right and Responsibilities
 - ✓ *The Employee and Employer Rights and Responsibilities Handout* (<http://www.dol.gov/odep/pubs/fact/rights.htm>)
 - ✓ The Office of Disability Employment Policy (ODEP) provides information about who has employment rights, what employment rights cover, and who enforces those rights (<http://www.dol.gov/odep/pubs/fact/rights.htm>)
- ▶ How to Disclose a Disability
 - ✓ *The 411 on Disability Disclosure Workbook* (<http://www.ncwd-youth.info/411-on-disability-disclosure>)
 - ✓ ODEP provides several fact sheets about disclosure:
 - *The Why, When, What and How of Disclosure in an Academic Setting, After High School* (<http://www.dol.gov/odep/pubs/fact/wwwht.htm>)
 - *Youth, Disclosure, and the Workplace: Why, When, What, and How* (<http://www.dol.gov/odep/pubs/fact/ydw.htm>)
 - *Advising Youth with Disabilities on Disclosure: Tips for Service Providers* (<http://www.dol.gov/odep/pubs/fact/advising.htm>)
 - ✓ The Job Accommodation Network's (JAN) *Consultants Corner* has a publication about disclosure at various times during the application process (<http://askjan.org/corner/vol01iss13.htm>)
- ▶ Workplace Accommodation Resources
 - ✓ JAN's Searchable Online Accommodation Resource allows users to search various disabilities and view suggested accommodations for specific functional limitations (<http://askjan.org/soar/>)
 - ✓ ODEP's *The Job Accommodation Process: Steps to a Collaborative Solution* provides information on the accommodation process for employers and employees (<http://www.dol.gov/odep/pubs/misc/job.htm>)
- ▶ Community Resources
 - ✓ Invite a speaker from Vocational Rehabilitation to do a presentation on transition
 - ✓ Invite an individual with a disability to speak about disclosure
 - ✓ Invite a disability coordinator from a local college or university to discuss the process for requesting accommodations
 - ✓ Provide students fact sheets and brochures highlighting common transition services

Career Transition Readiness Guide for Providing Disability-Related Information

PRH Requirement: During Career Transition Readiness all students will receive information about workers' rights and responsibilities including reasonable accommodations in the workplace (6.14 R3 c; 3.21 R2 g).

This is a resource guide for instruction between career transition readiness staff and all students. Please ensure students have appropriate knowledge of these concepts through the use of the resources provided in the outline. It is suggested that a packet of information highlighting the essential concepts listed below be provided to the students at some point before leaving career transition readiness.

1. Students should receive information about workers' rights and responsibilities.
 - Employment Rights: Who Has Them, Who Enforces Them — DOL-ODEP
 - <http://www.dol.gov/odep/pubs/fact/rights.htm>
 - Information for Employees/Employers — National Stuttering Association
 - <http://www.westutter.org/who-we-help/employees/>
 - Disability Employment Guide — Job Accommodation Network
 - <http://askjan.org/ErGuide/ErGuide.doc>
 - ADA and Transition: Q & A — The Parent Advocacy Coalition for Educational Rights (PACER)
 - <http://www.pacer.org/publications/adaqa/ada.asp>
2. Students should receive information about how and when to disclose a disability.
 - The 411 on Disability Disclosure: A Workbook for Youth with Disabilities — National Collaborative on Workforce and Disability
 - MP3 version of 411 materials <http://www.ncwd-youth.info/sites/default/files/audio/411-on-disability-disclosure.mp3>
 - Job Accommodation Network website has tips on disclosure and interviewing techniques
 - <http://askjan.org/topics/disci.htm>

Transition Planning Tips and Resources

Creating Transition Plans

Staff should use the *Student Transition Plan* available on the the Job Corps Disability website, Tools For Staff/Transition Counselors page. The DC, CTR counselor, and the student should work together to complete the transition plan. Transition Plan considerations may include:

- ▶ Ensuring agency support in the community (e.g., referral to DVR, transfer of DVR services, other agency supports).
- ▶ Obtaining documentation to secure accommodations in the workplace, institutions of higher learning, and/or for state certification examinations.
- ▶ Providing individualized assistance on how to request accommodations from an employer and what types of accommodations are needed.

Student Transition Plan
For Students with Disabilities

Student: _____ Date: _____

Review of the students accommodation (SHR, Academic, Disability) file indicates:

<input type="checkbox"/> Assistive daily living needs	<input type="checkbox"/> Workplace accommodation needs
<input type="checkbox"/> Housing assistance needs	<input type="checkbox"/> Continuing education accommodation needs

Post Job Corps the student plans to pursue (career, military, continuing education or college plan): _____

☐ Copies of all disability related documentation needed to request accommodations or apply for program offering assistance to individuals with disabilities. This includes:

- ☐ Copies of IEPs/504s
- ☐ Vocational Rehabilitation Documents
- ☐ Other Community Based Documents/Support Information
- ☐ Documentation of diagnosis from SHR/Health care providers

☐ Enrolled in Vocational Rehabilitation or other employment program

☐ Name of Counselor: _____

☐ Address: _____

☐ Phone number: _____

If out-of-state, the local VR contact information is

☐ Name of Counselor: _____

☐ Address: _____

☐ Phone number: _____

Spotlight on Assistive Technology

Assistive technology (AT) in the everyday workplace allows adults with disabilities to independently contribute to the workforce, increase productivity, and improve moral. Obtaining AT devices does not have to be complicated nor costly. There are readily available resources that help employers and individuals determine AT needs that are appropriate for individuals and their respective occupation.

Microsoft Accessibility Resource Centers (MARC) (<https://www.microsoft.com/enable/centers/marc.asp>)

Microsoft has made a commitment to connecting individuals with physical and cognitive impairments and disabilities through a nationwide network of Microsoft Accessibility Resource Centers (MARC). There are 45 Microsoft Accessibility Resource Centers across 39 states and the District of Columbia. These centers assist in assessing AT needs and provide consultation and training on the AT use. Some MARCs are equipped with an AT lending library.

The MARC website provides a link to an AT assessment tool created by UnumProvident, *Assistive Technology Decision Tree*. This tool considers AT needs for individuals with conditions affecting range of motion, quadriplegics, back problems, visual impairments, auditory impairments, speech impairments, and psychological impairments. The *Assistive Technology Decision Tree* includes a chart that compares areas of impact for the individual with potential AT devices for computers, phones, and the office setting. Estimated costs are also provided. <https://www.microsoft.com/enable/business/identifytech.aspx>

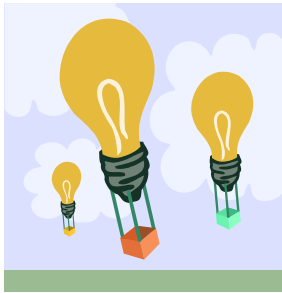
Arizona (<http://aztap.org/>) and Vermont (<http://www.atp.vt.gov/>) Assistive Technology Programs

The *Arizona Assistive Technology Program* provides a range of programs and services for individuals in work, home, and school settings. Programs and services include: demonstrating AT devices; operating an online equipment re-use program; lending out devices for short-term use; providing affordable short term use; providing affordable financial loans to help individuals buy AT; consulting individuals to help them select and obtain AT; and, offering training, educational training and technical assistance.

The *Vermont Assistive Technology Program* provides AT program services for individuals of all ages. There services include: device demonstrations; device loans; information and assistance; public awareness; AT re-use project; technical assistance and training; and, the *AT 4ALL* online inventory and loan request.

Through the Vermont Assistive Technology Re-use Project clients have access to the Assistive Technology Exchange in New England (<http://www.getatstuff.com/>). This program allows individuals throughout New England to obtain free or low-cost AT including devices for vision, hearing, speech communication, learning, cognitive, development, mobility/seating and positioning, daily living, environmental adaptations, transportation/vehicle modifications, computers/computer related devices, and recreation/leisure.

Promising Practices



Hartford Job Corps Center: The CTR staff obtained a speaker from the local legal aid office to discuss workplace rights and responsibilities with students. The discussion included information about reasonable accommodations in the workplace.

Springdale Job Corps Center: The Health and Wellness DC created a self-referral form that is presented during orientation and is available all over center. This form provides opportunities for students to disclose a disability and discuss/request accommodations.

Centennial Job Corps Center: The center has developed a transition curriculum for students with disabilities that is presented during CTR.

Disability Resources

Reasonable Accommodation Committee Guidance: Applicants with disabilities who apply to, and students with disabilities who enroll in the Job Corps program are entitled to reasonable accommodation. This guide provides additional information, resources, and tools for supporting the reasonable accommodation process.

Reasonable Accommodation Sample SOP: The sample Reasonable Accommodation Process SOP has been updated to reflect all recent revisions within Appendix 605

VR Partnership Brochure: This brochure provides information and tips to secure a successful partnership.



These resources are available on the Job Corps Disability website, Frequently Requested Documents page.

Upcoming Job Corps Disability Webinars		
Webinar	Date	Time (ET)
Readily Achievable Barrier Removal	March 12, 2014	11 am
	March 13, 2014	4 pm
Preparing for Your Disability Program Review during the ROCA	March 25, 2014	4 pm
	March 26, 2014	11 am
Disability Coordinator Orientation	April 8, 2014	11 am
	April 10, 2014	4 pm
An Overview of How to Effectively Use IEPs in the Creation of Accommodation Plans	April 22, 2014	11 am
	April 24, 2014	4 pm

Regional Disability Coordinators by Region		
<i>Boston, Philadelphia, and Atlanta</i>	<i>Dallas</i>	<i>Chicago and San Francisco</i>
Kristen Philbrook 301-608-3290 ext. 602 kristen.philbrook@humanitas.com	Laura Kuhn 602-403-9998 laura.kuhn@humanitas.com	Kimberly Jones 301-608-3290 ext. 607 kim.jones@humanitas.com

E-mail your comments or suggestions to Carol Abnathy, National Health and Wellness Manager, abnathy.carol@dol.gov